

**AN ORDINANCE BY  
COMMUNITY DEVELOPMENT/ HUMAN RESOURCES COMMITTEE**

**AN ORDINANCE AUTHORIZING THE MAYOR OR HER DESIGNEE, ON BEHALF OF THE CITY TO ACCEPT A GRANT IN THE AMOUNT OF FIFTY TWO THOUSAND SEVEN HUNDRED TWO DOLLARS AND SEVENTY CENTS (\$62,702.70) FROM COBB HOUSING, INC. FOR THE PURPOSE OF PROVIDING TRAINING AND GED PREPARATION FOR FORTY (40) YOUTH, WHICH WILL CULMINATE IN OBTAINING EMPLOYABLE SKILLS IN THE CONSTRUCTION INDUSTRY; ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM PATEO FUNDING SOURCE 250341770; AND FOR OTHER PURPOSES.**

**WHEREAS**, the City of Atlanta ("City") administers special programs under contract to the Atlanta Workforce Development Agency ("AWDA"); and

**WHEREAS**, AWDA and Cobb Housing, Inc. have entered into a Memorandum of Understanding (attached hereto as Exhibit "A") to define the respective roles and responsibilities that the entities will have in implementing the Cobb Community YouthBuild Program; and

**WHEREAS**, this program will assist customers in obtaining their GED, as well as gaining employable skills in the construction industry; and

**WHEREAS**, AWDA will recruit participants for the program, provide job placement assistance, and offer other logistical services; and

**WHEREAS**, this grant award will also include funds for one staff position to consult on this project; and

**WHEREAS**, should the City accept the grant, AWDA will be reimbursed for all costs of providing training and GED preparation for Forty (40) youth, which will culminate in obtaining valuable skills in the construction industry.

**THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA HEREBY ORDAINS, as follows:**

**Section 1:** The Mayor, or her designee, on behalf of the City of Atlanta, is authorized to accept a grant from Cobb Housing, Inc. in the amount of Fifty Two Thousand Seven Hundred Two Dollars and Seventy Cents (\$62,702.70) for the purpose of providing training and GED preparation for Forty (40) youth, which will culminate in obtaining employable skills in the construction industry.

**Section 2:** The 2009 (Intergovernmental Grant Fund) Budget, Atlanta Workforce Development Agency, is hereby amended as follows:

250341770  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX

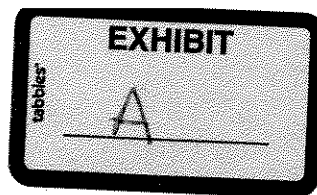
**ADD TO ANTICIPATIONS**

250341770	XXXXXXXXXXXXXXXXXXXX	
	TOTAL	\$62,702.70

**ADD TO APPROPRIATIONS**

250341770	XXXXXXXXXXXXXXXXXXXX
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250341770	XXXXXXXXXXXXXXXXXXXX	
	TOTAL	\$62,702.70



**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**Cobb Housing, Inc.**  
**and**  
**Atlanta Workforce Development Agency**

This agreement establishes a strategic partnership between Cobb Housing, Inc and AWDA (Atlanta Workforce Development Agency) .

**Purpose of MOU**

The purpose of this MOU between AWDA and CHI is to define the respective roles and responsibilities that the entities will have in implementing Cobb Community YouthBuild/AmeriCorps Program.

**Areas of Collaboration and Responsibilities**

In recognition that each organization could further its mission through a close working relationship with the other, Cobb Housing, Inc. and AWDA have agreed to work together. This collaboration will focus the YouthBuild Program covering the following areas and responsibilities:

**Cobb Housing, Inc. will carry out the following responsibilities:**

- Signing and execution of all grants and/or contractual agreements on behalf of the project;
- Maintaining all financial and general accordance to the contractual requirements of or any grantors and general accounting principles, which includes an annual independent audit;
- Providing necessary liability and business insurance as required by the project;
- Responsible for all legal aspects of the project;
- Monitoring and completion of any other grantor reporting requirements;
- Serving as the Owner/Developer/Manager of the housing site at which all construction will take place;
- Providing day-to day supervision and monitoring of all project staff and its components, which include, but not limited to:
  - Supervision of project staff and participants
  - Coordinating and facilitating partnership meeting
  - Classroom and construction site monitoring and facilitation, and
  - Facilitating all participant activities, including community and extra curriculum events.

**AWDA will carry out the following responsibilities:**

- Recruiting participants for program (As Needed);
- Intake and qualifying Services;
- Case Management Monitoring;
- General Classroom Space;
- GED Classroom Space;
- Industrial Maintenance Workshop Space;
- Work Readiness Workshops;
- Job Placement Assistance;
- Post Program Education (If Eligible);
- Computer Training;
- Work Readiness Instructor; and
- Computer Training Instructor
- Transportation @ .585 per mile
- Use of Auditorium for program commencement
- Office Space/ client will make arrangements for communications systems. (ie. Internet/Telephones)

### Compensation

AWDA shall be reimbursed for expenses incurred in the implementation of the program. Those expenses are delineated in the attached approved budget. Invoices shall be submitted by the 30<sup>th</sup> of each month in accordance with CHI Financial guidelines. Supporting documentation should be attached to all invoices.

### Other Areas of Agreement

As new opportunities and activities arise, Cobb Housing, Inc. and AWDA will review them to determine if they present mutual benefit to our constituencies.

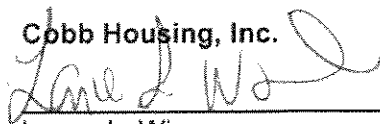
### Term of Agreement

This agreement is in effect from the date of **September 1, 2008**. The agreement will be evaluated on **August 31, 2009** and considered for renewal if minimum deliverables are met. The agreement may be terminated at any point in writing by either party, with compensation due only for deliverables completed.

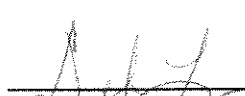
### Sense of Agreement

This letter of agreement and its signing does not represent a binding document. Rather, it expresses an agreement and basic framework for achieving mutually acceptable goals based on the execution and participation in the activities outlined above.

**Cobb Housing, Inc.**

  
\_\_\_\_\_  
Lance L. Wise                      9/1/08  
Vice President and COO                      Date

**Atlanta Workforce Development Agency (AWDA)**

  
\_\_\_\_\_  
Deborah Lum                      9/1/08  
Executive Director                      Date

# YOUTH BUILD

Service	Leveraged Cost
Program Recruitment	\$2,000.00
Computer Training	\$6,000.00
Intake & Qualifying Services	\$2,000.00
Case Management Monitoring	\$6,000.00
Work Readiness Classes	\$5,000.00
Post Program Education Placement (If Eligible)	\$5,000.00
Job Placement Assistance	\$4,000.00
Transportation (Driver)	
Total Service Cost	\$30,000.00
General Office Space	\$8,000.00
Industrial Maintenance Workshop Space	\$12,000.00
Transportation Mileage	2702.7
Totals	\$52,702.70

**Part II: Legislative White Paper:** (This portion of the Legislative Request Form will be shared with City Council members and staff)

**A. To be completed by Legislative Counsel:**

**Committee of Purview:** Community Development/ Human Resources Committee

**Caption:** AN ORDINANCE AUTHORIZING THE MAYOR OR HER DESIGNEE, ON BEHALF OF THE CITY TO ACCEPT A GRANT IN THE AMOUNT OF FIFTY TWO THOUSAND SEVEN HUNDRED TWO DOLLARS AND SEVENTY CENTS (\$62,702.70) FROM COBB HOUSING, INC. FOR THE PURPOSE OF PROVIDING TRAINING AND GED PREPARATION FOR FORTY (40) YOUTH, WHICH WILL CULMINATE IN OBTAINING EMPLOYABLE SKILLS IN THE CONSTRUCTION INDUSTRY; ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM PTAE0 FUNDING SOURCE 250341770; AND FOR OTHER PURPOSES.

**Council Meeting Date:** December 1, 2008

**Requesting Dept.:** Atlanta Workforce Development

**B. To be completed by the department:**

**1. Please provide a summary of the purpose of this legislation (Justification Statement).**

The purpose of this legislation is to anticipate grant funds from Cobb Housing, Inc. to provide training and GED preparation for 40 youth culminating in employable skills in the construction industry, and a GED.

**2. Please provide background information regarding this legislation.**

Cobb Housing, Inc., will reimburse AWDA \$62,702.70 for funds used to assist 40 youth in obtaining their GED, and employable skills in the construction industry.

**3. If Applicable/Known:**

(a) **Contract Type (e.g. Professional Services, Construction Agreement, etc):**

(b) **Source Selection:**

(c) **Bids/Proposals Due:**

(d) **Invitations Issued:**

(e) **Number of Bids:**

(f) **Proposals Received:**

(g) **Bidders/Proponents:**

(h) **Term of Contract:**

4. **Fund Account Center:** PTAE0 FUNDING SOURCE 250341770

5. **Source of Funds:** Grant to the city in the amount of \$62,703.70

6. **Fiscal Impact:**

7. **Method of Cost Recovery:**

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**This Legislative Request Form Was Prepared By:** Marilyn Sims

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: GREG PRIDGEON

Dept.'s Legislative Liaison: Marilyn Sims

Contact Number: (404) 526-9297

Originating Department: Atlanta Workforce Development Agency

Committee(s) of Purview: Community Development/ Human Resources Committee

Chief of Staff Deadline: October 29, 2008

Anticipated Committee Meeting Date(s): November 25, 2008

Anticipated Full Council Date: December 1, 2008

Legislative Counsel's Signature: Bill Castings *[Signature]*

Commissioner Signature: \_\_\_\_\_

Chief Procurement Officer Signature: \_\_\_\_\_

CAPTION

AN ORDINANCE AUTHORIZING THE MAYOR OR HER DESIGNEE, ON BEHALF OF THE CITY TO ACCEPT A GRANT IN THE AMOUNT OF FIFTY TWO THOUSAND SEVEN HUNDRED TWO DOLLARS AND SEVENTY CENTS (\$62,702.70) FROM COBB HOUSING, INC. FOR THE PURPOSE OF PROVIDING TRAINING AND GED PREPARATION FOR FORTY (40) YOUTH, WHICH WILL CULMINATE IN OBTAINING EMPLOYABLE SKILLS IN THE CONSTRUCTION INDUSTRY; ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM PTAE0 FUNDING SOURCE 250341770; AND FOR OTHER PURPOSES.

Mayor's Staff Only  
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Received by CPO: \_\_\_\_\_ (date) Received by LC from CPO: \_\_\_\_\_ (date)

Received by Mayor's Office: *[Signature]* (date) Reviewed by: 10/29/08 *[Signature]* (date)

Submitted to Council: \_\_\_\_\_